

RECORDS REPORT SYSTEM

Data Entry Form

@ = Use pulldown menus for all fields except these.

* = Internal fields, not displayed to the public.

Main Information	
AGENCY NAME	
department name	
short name or acronym *@	
RECORD NAME @	
common name @	
form number @	
OFFICER TITLE @	
officer name *@	
officer telephone @	
business address	
business address, cont.	
city	
state	
zip	

Access Classification	
10: ACCESS	
13: rationale @	
14-1: LEGAL AUTHORITY	
14-1: section @	
14-2: legal authority	
14-2: section @	
14-3: legal authority	
14-3: section @	
14-4: legal authority	
14-4: section @	
15-1: AUTHORITY TO MAINTAIN	
15-1: section @	
15-2: authority to maintain	
15-2: section @	
15-3: authority to maintain	
15-3: section @	
15-4: authority to maintain	
15-4: section @	

Retention	
16: RETENTION	
17-1: Reason	
17-1: Section @	
17-2: Reason	
17-2: Section @	

General Record Information	
18-1: INFORMATION KEPT	
18-2: information kept	
18-3: information kept	
18-4: information kept	
19-1: INDIVIDUALS ABOUT	
19-2: individuals about	
19-3: individuals about	
19-4: individuals about	
20-1: SOURCE, NON-GOVERNMENT	
20-2: source, non-government	
20-3: source, non-government	
21-1: SOURCE, GOVERNMENT	
21-2: source, government	
21-3: source, government	
22-1: AUTHORITY TO REQUEST ACCESS	
22-1: section @	
22-2: authority to request access	
22-2: section @	
23-1: STORAGE	
23-2: storage	
23-3: storage	
24-1: RECORD USE	
24-2: record use	
24-3: record use	
24-4: record use	
25-1: USER, NON-GOVERNMENT	
25-2: user, non-government	
25-3: user, non-government	
25-4: user, non-government	
25-5: user, non-government	
26-1: USER, GOVERNMENT	
26-2: user, government	
26-3: user, government	
26-4: user, government	
26-5: user, government	
27-1: RECORD LOCATION	
27-1: media	
27-2: record location	
27-2: media	
27-3: record location	
27-3: media	
28: GENERAL COMMENTS @	
29: PERSONAL RECORD @	circle YES or NO
30: AGENCY EDIT COMPLETE *@	circle YES or NO (the public cannot view records that have not been completed)